

PAVILION USE POLICY (Requests for Covered Picnic Area)

Reservation Policy

Upper Makefield Township parks and facilities are intended for the enjoyment of all park visitors.

Permit for Use

Individuals or groups wishing to utilize a park pavilion must complete and submit a permit application available at the Township building or via the web at: uppermakefield.org. Written approval from the Township is required prior to using the pavilion. Allow ten working days for processing of the permit application.

Concession Area

Occupancy for the Concession Area is limited to 8 people.

The concession area is available subject to approval by the Park and Recreation Board. Priority is given to recognized organized sports leagues.

Restrooms and Playgrounds

Restrooms and playgrounds are open to the public and are not available for reservation.

Rain Date

Rain dates are not scheduled with permits. Applicants would need to request a new reservation.

Grills

Gas and charcoal grills are permitted in the park but are not permitted inside the pavilion. All grills must be at least 25 feet from the pavilion and playground in the designated grill area. Used coals must be placed in designated receptacles only. Open burning and bonfires are not permitted.

Decorations

Decorations may be tied or taped with masking tape. No staples, nails, tacks, duct tape, electrical tape or other products which could deface the pavilion may be used. Please remove and discard all decorations after event.

Caterers

Requests to hold a catered event must be submitted in writing to the Township Manager for approval. The request must include the name and telephone number of the caterer, a Certificate of Insurance listing Upper Makefield Township as additional insured, a copy of the caterer's Bucks County Health Department vendor license and a written plan outlining the schedule for setup and breakdown of the event. Pavilion use insurance requirements for caterers must include products and completed operations coverage, a waiver of subrogation clause, and such other requirements and amounts as approved by the Township. All trash must be bagged and placed in trash receptacles.

Radio/Stereo Equipment

Consumer-grade radios and stereos are permitted in the park at a moderate volume. Use of professional-grade equipment requires prior approval. Submit such requests with your permit application to the Park and Recreation Board.

Inflatable Games or Tents

Requests for inflatable games or tents must be submitted for approval with permit application to the Park and Recreation Board. A Certificate of Insurance listing Upper Makefield Township as additional insured must be provided by rental company with a schedule for setup and breakdown. All insurance policies shall include such requirements and/or amounts as approved in advance by the Township. Due to the injury risk, constant adult supervision is recommended when such equipment is being used by minors.

Parking

Parking is allowed in designated spaces only. Driving on the grass is strictly prohibited. Vehicles should be loaded and unloaded from the parking lot.

Alcohol

Alcohol is not permitted in Upper Makefield Township Parks.

Permit Holder's Responsibilities

Permit holders will be held financially responsible for any damage to pavilion and amenities during their reserved time. Permit holders will also be responsible for any loss of or damage to property of others brought onto the premises by the permit holders and its invitees, employees and volunteers. All permit holders will be required to leave the facility in a clean and orderly manner. All trash should be placed in dumpsters. Failure to comply places the return of permit holder's security deposit at risk.

Hours of Operation

The pavilion shall be open to permit holders from sunrise to sunset.

Indemnification

To the fullest extent permitted by law, Applicant agrees to defend, indemnify, pay on behalf of, and save harmless the Township, its elected and appointed officials, agents, employees, and authorized volunteers against any and all claims, liability, demands, suits or loss, including attorneys fees, and all other costs connected therewith, arising out of or connected to the Applicant's use or occupancy of the premises of the Township.

Additional Information

- Do not contract for services until your permit application has been approved in writing by Upper Makefield Township.
- Carry approved permit with you to event. Parks are not staffed and permit holders are responsible for self-monitoring of reservations.
- Fields are not lined.
- Bases and goals are not provided.

**For additional information call Upper Makefield Township
at 215-968-3340, Monday - Friday, 8:30 am - 4:30 pm.
For assistance during non-business hours, contact
Upper Makefield Police Department at 215-598-7121.**

*Upper Makefield Township reserves the right to change or cancel a pavilion use permit.
The township also reserves the right to request additional information as deemed necessary by township staff.*

